

TITLE: Accountant I

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DEPARTMENT: Finance and Management ServicesREPORTS TO: Accounting Services or Financial Services ManagerSUPERVISES: None. May provide lead direction to accounting assistants.DEFINITION:

Performs a variety of professional accounting work; assures internal control and oversees daily financial transactions.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Accountant II in that employees in the higher class are responsible for broader, more complex assignments. Employees in this class perform both routine accounting functions and special projects for financial operations.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Reconciles and balances general ledger accounts to the various subsystems; assures expenditures and receipts are accounted for properly; corrects miscodings and adjusts individual accounts; assures internal controls of subsystems are operating properly; maintains and adjusts financial subsystems as needed.

Maintains monthly, quarterly and yearly reconciliations of the various general ledger accounts. Verifies accuracy and completeness of the general ledger.

Designs and develops complex computerized spreadsheets for various reports. Participates in presenting spreadsheets, reports, and other documents to appropriate management groups.

Researches all fiscal year activity in the fixed asset system; enter new and updated data into the system, including all capital purchases, fixed asset transfers and deletions.

Participates in the year end closing; prepares schedules; obtains information for and provides assistance to external auditors, as needed; reconciles accounts for proper reporting.

Monitors and reconciles the City's bank accounts, including general, payroll and contract accounts. Research and implement changes in laws and regulations regarding payroll taxes.

Performs accounting studies; analyses data; makes recommendations based on findings; prepares correspondence and technical accounting reports.

Prepares reports and billings for federal, state and local grants and trust funds.

Provides technical support and training for computer applications related to accounting activities.

OTHER JOB FUNCTIONS:

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment.

QUALIFICATIONS:Knowledge of:

- Governmental accounting principles, practices, methods, and procedures.
- Governmental auditing procedures and budgeting principles.
- Computer applications and uses for accounting activities.

Ability to:

- Classify, maintain and reconcile general ledger accounts.
- Learn the accounting policies and practices of the City.
- Prepare clear and precise reports of a technical nature.
- Provide technical support and training in the uses of computers and software applications for accounting purposes.
- Establish and maintain effective working relationships with other employees, external auditors and representatives of other governmental agencies.
- Communicate effectively, both orally and in writing.
- Physical ability to perform the essential functions of the job.
- Initiate, plan, organize and complete projects.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree with major course work in accounting, and one year of professional accounting experience, preferably in the public sector.

Licenses, Certificates, and Other Requirements:

None